

Washington County

Department of Social Services

Career Opportunity

We have great benefits...

*Health Insurance for employees *Dental Insurance *Longevity Pay *401-K *Life Insurance *Accrued Vacation/Sick Leave *13 Paid Holidays

Processing Assistant V

SALARY GRADE – 61

SALARY RANGE: \$28,428 to \$42,052

****SALARY IS DETERMINED BASED ON EXPERIENCE****

DESCRIPTION OF WORK: The primary purpose of this position is to identify the needs of the client in the agency for services. This position gathers demographic information and updates the agency databases with the correct information for the client. This position will verify information for accuracy, issue out fishing licenses when appropriate, maintain the terminated file room and management of digital storage, as well as managing the postage issued out of the agency and determining what departments the client will need to see while in the agency.

An employee in this position may be called upon when necessary to provide support in shelter openings to serve the citizens of this or other communities. Service to the community may result in the assignment of other duties that include but are not limited to Shelter Operations.

Employees in this position are required to keep a professional appearance and demeanor when representing this agency both in the community and in the agency. Employees shall also conduct their personal behavior outside of the agency that reflects positively upon the agency.

Minimum Training and Experience Requirements: Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administration program with one year of responsible experience as described above; or an equivalent combination of training and experience.

Application Process: Applicants for this position should submit a completed State of North Carolina application (PD-107) (with supplemental sheet (PD-107(A) if necessary to capture all work history) and college transcripts to Cathy Ange at the Washington County Department of Social Services located at 209 E. Main Street in Plymouth, NC 27962, by mail at PO Box 10, Plymouth, NC 27962 or by email to cathyba@wcchs.org by **Thursday, September 3, 2026**. Applications can be found at www.ncworks.gov or www.washconc.org. You may also contact Cathy Ange at cathyba@wcchs.org for a copy of the application.

APPLICATION DEADLINE: Thursday, September 3, 2026

POSTING DATE: August 20, 2026

Drug Screening Test Required